

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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July 8, 2003

FROM: **ROGER WEAVER**, Director
Fleet Management Department

EMIL A. MARZULLO, Director
Special Districts Department

PETER R. HILLS, Fire Chief/Fire Warden
San Bernardino Consolidated Fire District

GARY PENROD, Sheriff
Sheriff's Department

SUBJECT: **AGREEMENT TO CONTINUE SINGLE FLEET FUELING CARD SERVICES**

RECOMMENDATION: Authorize Purchasing Agent to extend the agreement with Voyager Fleet Systems, Inc. through the subscriber's clause in the State of California, Department of General Services contract to continue a single fleet fueling card service through June 30, 2005.

BACKGROUND INFORMATION: On March 18, 1998, the State of California, Department of General Services entered into Contract No. DGS-OFA-97FC with Voyager Fleet Systems. Section 8 to Addendum No. 1 of this agreement provides that public entities, including counties, may participate in the fuel credit card program under the terms of the State's contract. This agreement was scheduled to expire on June 30, 2003; however the State extended the term through June 30, 2005.

On December 19, 1999, the Board of Supervisors authorized the Purchasing Agent to enter into an agreement with Voyager Fleet Systems for the implementation of a single fleet fuel card for the Special Districts Department and the San Bernardino County Consolidated Fire District. On February 29, 2000, the agreement was extended to the Fleet Management Department and the Sheriff's Department. These four departments are requesting authorization for the Purchasing Agent to extend the term of the agreement with Voyager Fleet Systems, Inc. pursuant to the terms of the State contract through June 30, 2005.

The Voyager Fleet Systems credit card billing system uses a single card that is honored by almost every major oil company and is currently accepted at over 6,000 sites in California and 131,000 sites nationwide. The Voyager Fleet System is free to subscribers. It provides a single bill to each department detailing the employee and vehicle number for each transaction. Vehicles are routinely refueled at County sites; however, in cases where a vehicle requires refueling and is not within the vicinity of a County refueling station, the vehicle can utilize the services of a private gas station that accepts the Voyager card.

REVIEW BY OTHERS: This item has been reviewed by County Counsel (Dawn Stafford, Deputy County Counsel) on June 19, 2003; Purchasing (Aurelio De La Torre, Director) on June 23, 2003; and the County Administrative Office (Daniel R. Kopp, Mario Lara, and Wayne Thies, Administrative Analysts) on July 1, 2003.

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FINANCIAL IMPACT: Vehicle fuel expenses have been included in the 2003-04 Fleet Management, Special Districts, Consolidated Fire District, and Sheriff's Department budgets. Approval of this item will not result in additional local cost.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the departments' proposal, and recommends this action. This recommendation is based on the need to maintain fueling alternatives for County vehicles to ensure uninterrupted emergency services and reduce the likelihood that vehicle occupants will become stranded due to running out of fuel.

SUPERVISORIAL DISTRICTS: ALL

PRESENTER: Roger Weaver, Director, 387-7870